

**CONNECTICUT DEPARTMENT OF CORRECTION
JOB OPPORTUNITY**

Parole Officer 1

Please follow the specific application filing instructions at the bottom of this page!

Open To: Candidates on Current Exam List

Locations: Board of Pardons and Paroles - Waterbury

Hours: 1st Shift, Monday – Friday, 40 hours per week

Salary: \$64,804 - \$84,487 (annually)

Closing Date: October 8, 2014

Minimum Qualifications: Knowledge of relevant agency policies and procedures; knowledge of criminal behavior; knowledge of individual and group behavior; knowledge of principles and techniques of interviewing; knowledge of office procedures; some knowledge of counseling techniques; some knowledge of investigatory techniques; some knowledge of correctional practices; considerable interpersonal skills; considerable oral and written communication skills; ability to learn and retain information; ability to analyze facts and make decisions; ability to relate to persons of different cultural and economic backgrounds; ability to perform arithmetical computations; ability to organize time, set priorities and manage caseload tasks.

Eligibility Requirement:

Candidates must have applied for and passed the Parole Officer 1 exam and be on the current certification list promulgated by the Department of Administrative Services. DOC or BOPP employees currently holding the above title or those who have previously attained permanent status in the class may also apply.

General Experience: Six (6) years of experience in case management or community supervision activities in parole, probation, rehabilitation counseling or social work in a correctional or community setting.

Special Requirements:

- Incumbents in this class must possess and retain a current Motor Vehicle operator license.
- Incumbents in this class must be able to obtain and maintain certification to carry and use weapons including firearms and chemical agents.
- Incumbents in this class must be able to obtain and maintain NCIC/COLLECT certification.
- Incumbents in this class may be required to speak a foreign language.

Promotion: Following one (1) year of successful and satisfactory performance incumbents in this class shall progress to Parole Officer 2. Such promotion shall be effective the first day of the pay period following such one (1) year period.

Preferred Experience: Preference will be given to those candidates who demonstrate superior knowledge and relevant experience with actuarial risk assessments and overall BOPP processes including, but not limited to, pardons hearings, parole release granting hearings, interstate compact, and revocation/rescission hearings.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules. State employees should be aware that your performance appraisals, attendance records and discipline records will be reviewed to ensure that you meet DOC Administrative Directive 2.3.

Application Instructions: Qualified applicants who meet above requirements must submit a cover letter, resume, last two (2) Performance Evaluations, an application for Examination or Employment (Form CT-HR-12) which is available at http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf, and the State of Connecticut Addendum-Criminal Convictions (Form CT-HR-13) which is available at http://das.ct.gov/HR/Forms/CT-HR-12A_Addendum.pdf.

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The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

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